



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## RETIREMENT SYSTEMS INVESTMENT BR MANAGER

Job Number: 21001314

Job Code: 94040V160901

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised:

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides management and supervision of all functions and personnel in a retirement systems investment branch OR provides overall management of retirement systems cash management and investment functions related to multiple asset classes; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics, or a business related field.

#### **EXPERIENCE:**

Must have four years of accounting or investment related experience with a trust department, brokerage firm, or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in accounting, business administration, statistics, economics or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience with a large scale investment program, trust department, brokerage firm or related area will substitute for the required education on the basis of one year of experience for two years of the required education.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the activities of a branch of investment specialists processing transactions for a specific class of investments such as fixed asset, equity, or real-estate funds. Compiles and interprets daily status reports of investments and available monies for each of the retirement systems. Effects the resolution of technical problems which arise between the retirement systems, external fund managers, and custodial banks. Provides training for and evaluates performance of branch employees. Recommends promotions and disciplinary actions for employees of the branch. Participates in the development and maintenance of investment posting, tracking, and performance systems.

**UNIQUE PHYSICAL REQUIREMENTS:**

NONE

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*